

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



JAIL ADMINISTRATOR

LONG BEACH POLICE DEPARTMENT

The City of Long Beach is seeking an innovative and responsible manager who will provide experienced leadership in the provision of Jail Administration services to law enforcement personnel.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options.

The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2014-15 budget of approximately \$3.0 billion, with the General Fund budget totaling \$401 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



POLICE DEPARTMENT

The Long Beach Police Department has over 1,200 employees with a budget of \$211 Million. The Jail Division is comprised of 75 employees, 69 civilian and 6 sworn, with an operating budget of \$9.1 million. The Division is located in the Public Safety Building at 400 W. Broadway adjacent to Long Beach City Hall.

THE POSITION

The Jail Administrator is an at-will management position that ensures efficient Jail services are provided to the Department and its customers. The Jail Administrator is one of 23 division managers (15 sworn and 8 civilian) in the Police Department and is responsible for the City's 202-bed Type I Jail facility. The position is responsible for the health and well being of the inmates of the Long Beach Jail by effective and efficient use of personnel, financial and material resources.

The Administrator reports directly to the Deputy Chief of the Support Bureau. In addition, the position is responsible for the operation of Court Bailiffs, Transportation Team, Booking Operations, City Hall Security and Court Affairs.

The duties of the job include, but are not limited to: ensures compliance with Title 15 and 24 Regulations, as required by the California Board of Corrections, as they pertain to training, operation, nutrition, medical and housing guidelines, conducts investigations and audits; reviews and ensures the proper documentation of all uses of force; ensures all complaints are investigated; and, makes recommendations for the effective and professional operation of the Jail Division, supervises the Jail's detention, clerical and administrative staff, ensures the division's goals and objectives are attained in a timely, cost-effective manner, responsible for researching, developing, updating, and maintaining all divisional policies and standard operating procedures; ensure accountability for the knowledge and proper application of all divisional policies and standard operating procedures, all laws, and the rules and regulations of the City of Long Beach and the Long Beach Police Department, Departmental representative to all California regulatory/oversight agencies, Grand Jury, and other City and County departments as it pertains to all Jail operations and functions, ensures proper, topical, and timely training for all divisional employees and provides ongoing professional development guidance, observes and evaluates performance of subordinates and documents in written performance evaluations, oversees divisional budget and manages scheduling and overtime; administers purchasing duties and manages contracted inmate services (food services; medical and health services), gather/analyze data and prepare reports using specialized computer systems for evaluation of divisional operations, assess, and prioritize risks and help create and apply control and containment measures; inspects, reports, and corrects all Jail facility safety and security issues.

THE IDEAL CANDIDATE

The ideal candidate must demonstrate knowledge in the following areas: must have knowledge of laws, codes, court decisions, policies and procedures affecting jail operations, must have a minimum of three years recent supervisory experience in the maintenance and operations of a jail facility, ability to utilize compassion and understanding when dealing with inmates/staff in order to motivate or gain cooperation and ensure the fair and impartial treatment of all inmates, and the ability to exercise leadership, judgment, and decisiveness in situations that involve the direction, control, and planning of Jail Division operations and functions.

In addition, the ideal candidate will be a strong manager who will lead by example. He or she will be a detail oriented, hands-on manager, capable of adhering to multiple deadlines in a fast-paced work environment, while maintaining effective working relationships at all levels of the organization. The successful applicant will be expected to pass a comprehensive background investigation and must possess a valid California Driver License by date of appointment.

Experience + Education

1. Graduation from an accredited university or college with a Bachelor's degree in Public Administration, Criminal Justice, Business Administration, or a closely related field. Relevant experience may be substituted on a year-for-year basis.
2. Five years of professional experience in the administration of a jail enforcing Title 15 and 24 Regulations and at least three years of supervisory or management experience. Public sector experience is highly desired.

Professional Attributes: The attributes that best describe the new Jail Administrator:

- Highly organized, multi-tasker
- Participative and inclusive management style
- Self-motivated
- Effective negotiator
- Results oriented
- Direct communicator with superior interpersonal skills
- Ethical with a high level of integrity
- Embraces ideas and contributions from others
- Dedicated to quality service
- Creative, strategic thinker
- Strong project management / technical skills
- Exercises good judgment

SALARY + BENEFITS

The midpoint for this position is \$106,495. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Friday, October 30, 2015**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also complete the online supplemental questionnaire.

The City anticipates inviting a smaller group of finalists for further interviews in early November 2015, with an appointment anticipated in late November 2015, following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

JAIL ADMINISTRATOR SUPPLEMENTAL QUESTIONS

Please submit your written answers to the following questions. No more than two pages per question. The information that is submitted will be used as part of the selection and evaluation process for this position.

1. Municipal operations should always be focused on improving effectiveness and creating new efficiencies. Please give an example of such an undertaking that you have led. Describe the process, the involvement of interested parties, the outcomes and the implementation. What indicators were used to measure outcomes? Was the effort successful? Why or why not? Knowing what you know now, what should have been done differently?
2. What are your guiding beliefs or philosophies regarding internal and external customer service? Are there ways in which you monitor and evaluate the quality of service your operation delivers?
3. What are three underlying principles that have guided you as a leader and a manager?